

# Town Council Meeting: 13 February 2012



Town of Garrett Park  
PO Box 84  
4600 Waverly Avenue  
Garrett Park, MD 20896

Regular Meeting of Town Council  
Garrett Park Town Hall  
10814 Kenilworth Avenue  
Garrett Park, MD 20896

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## MINUTES

**Call to Order:** Mayor Keller called the meeting to order at 7:35. Present were Councilmembers Mandel, Shulp, Petito, and Wegner. Also present Administrator Pratt, Margaret Soltan of the *Bugle*, and a number of Town residents.

**Approval of Agenda:** The agenda was approved as posted without objection.

**Presentations by Residents:** Caroline Turner addressed the Council regarding a Town-wide yard sale, noting that the Garrett Park Women's Club wished to be a sponsor. Plans are for a community, Town-wide sale with combined efforts for promotion, signs, and publicity. Individuals will be participating at their own address, and a map will be developed to locate all sales. Ms. Turner doesn't believe it will compete with the October Attic-In-The-Street event. No street closings are required, and the suggested date is Saturday, April the 28<sup>th</sup>. After a brief discussion there was general support for the event from the Council. Mayor Keller thanked Ms. Turner for her efforts.

### **Mayor's Report:**

- Mayor Keller reminded the Council of the MML chapter meeting on the 16<sup>th</sup>, which is the annual meeting with County Executive, noting that it was usually an enlightening meeting, and encouraged attendance.
- The Mayor noted that a letter had been sent to the Maryland Secretary of Transportation and the head of the Maryland Transit Authority (MTA) regarding the proposed reduction in MARC trains serving Garrett Park station.
- Mayor Keller reported that he had attended the Garrett Park Cooperative Nursery School (Nursery School) re-opening at the Community Center with Councilmember Irons on Tuesday, January 17<sup>th</sup>, and was very impressed with the renovated facility.
- The Mayor informed the Council that the Town had been getting help from County Councilmember Nancy Floreen regarding reimbursements to Town for various expenses and those of the Nursery School for the Washington Suburban Sanitary Commission's (WSSC) increased water and sewer usage impact fee charge that was entirely related to the new Garrett Park

Elementary School's construction. The Mayor noted that he had requested \$8,000 from the Country for necessary curb, gutter and drainage work at the Community Center.

- Noting that he would be out of Town March 3<sup>rd</sup> through March 14<sup>th</sup>, and would miss the March Council meeting, Mayor Keller asked for a volunteer to serve as Acting-Mayor. Councilmember Mandel agreed to serve.
- The Mayor reminded the Council of the FY13 budget work session on Saturday, March 3<sup>rd</sup> at 9:00 AM.
- Mayor Keller told the Council that he would not be seeking a 3<sup>rd</sup> term, and also reported that Councilmember Irons would not seek re-election. Councilmember Wegner stated that he was considering retiring from the Council, as well, but had not yet decided.

#### **Councilmember's Reports on Areas of Responsibility:**

- Councilmember Mandel reported that the Archives Committee had hired a part-time archivist, and that she had started to work under the Committee's direction.
- Councilmember Schulp announced that there would be an Arboretum Committee meeting in the Town Office on Tuesday, February 21<sup>st</sup> at 7:30 p.m. to review plans for planting new trees in the spring.
- Councilmember Petito reported that the Parks and Open Space Committee's open meeting/charrette regarding the future uses for Cambria Courts went well, with a good turnout of residents of all ages, as well as an excellent moderating job done by resident Gene Brantley.

#### **Approval of Minutes:**

- Councilmember Mandel **MOVED**

That the minutes of the 01/09/2012 Regular Council Meeting be approved as circulated. The motion was seconded by Councilmember Wegner and was **PASSED** unanimously.

#### **Action/Discussion:**

- Capital Projects Update - Mayor Keller updated the Council on the on-going sidewalk, curb and gutter work, noting that the south side work was finished, went well, and replanting trees was set for this spring. Also, work is proceeding on north/east side of Kenilworth Avenue, with the pouring of driveway aprons underway. Mayor Keller reported that work on the west side was projected to start Wednesday, February 22<sup>nd</sup> and continue through March 7<sup>th</sup>, weather permitting. Work on the North Kenilworth curbs and gutters is scheduled for March 8<sup>th</sup> through the 19<sup>th</sup>, and then on to the storm drain repairs.
- Ordinance 2011-05 (Continuance to March Meeting; Setting Date for Public Hearing; Notification of County Council) - Mayor Keller noted that at the recent work session the Council had asked for interpretive input from the Department of Permitting Services (DPS) regarding a number of provisions in the ordinance. With help from County Councilmember Nancy Floreen, the Town was able to get a quick response, with a lengthy email

from DPS that arrived just prior to the Council meeting tonight. The Mayor reminded the Council that the Town was required to give the County Council thirty days notice prior to adopting any zoning change, as well as to hold a public hearing. Considering that the next two Council meetings were less than thirty days apart, and the need to give the County notice in a timely manner, it looked as if the vote to adopt would need to take place at the Council meeting on April 9<sup>th</sup>. In order to accomplish all this, the Mayor stated that it was his intent to circulate the DPS responses to the Council for their review, and to get Councilmembers to indicate their willingness to vote in April. After discussion, it was the sense of the Council that the Mayor's proposed course of action was appropriate. Councilmember Schulp **MOVED**

That the Council defer action to adopt Ordinance 2011-05 until the April 9<sup>th</sup> Council meeting. The motion was seconded by Councilmember Petito, and was **PASSED** unanimously.

- Amendment and Adoption of Ordinance 2012-01: Amending the FY 2012 Capital & Operating Budget – Mayor Keller asked for a motion to amend and adopt Ordinance 2012-01 to get it on table for discussion. Councilmember Mandel **MOVED**

That Ordinance 2012-01 be amended and adopted as presented in the document before the Council. Councilmember Wegner seconded the motion. There was extended discussion as Mayor Keller and Administrator Pratt responded to questions from the Council regarding the proposed amendments to the introduced ordinance. Upon conclusion of the discussion, Mayor Keller called for the vote, and the motion to adopt was **PASSED** unanimously (The adopted Ordinance is attached to these minutes).

**Town Administrator Report:**

- Town Administrator Pratt reviewed the monthly financial report with the Council.

**Adjournment:** The meeting adjourned at 9:50 P.M.

Respectfully submitted,

[TOWN SEAL]

Edwin Pratt, Jr., Clerk-Treasurer

## TOWN OF GARRETT PARK

### Proposed Changes to FY 2012 Budget

February 13, 2016

RECEIPTS	<b>2</b>	<b>4</b>	<b>5</b>
	Introduced	Amended and Adopted	
	Ord. 2012-01	Ord. 2012-01 As Adopted	Changes to Introduced Ordinance
<b><u>1000 - Taxes &amp; Fees</u></b>	<b><u>\$783,935</u></b>	<b><u>\$772,175</u></b>	<b><u>(\$11,760)</u></b>
1100 -- Local Property Taxes	\$535,960	<b>\$508,750</b>	(\$27,210)
1110 -- Real Property Taxes	\$508,500	\$490,000	(\$18,500)
1120 -- Personal Property Taxes	\$27,010	\$17,850	(\$9,160)
1170 -- Penalties & Interest	\$400	\$400	\$0
1180 -- Homestead Tax Credit	\$50	\$500	\$450
1200 -- Local Income Taxes	\$235,000	<b>\$250,000</b>	\$15,000
1300 -- Other Local Taxes	\$0	<b>\$0</b>	\$0
1400 -- Licenses and Permits	\$12,975	<b>\$13,425</b>	\$450
<b><u>2000 - Intergovernmental Rev.</u></b>	<b><u>\$47,890</u></b>	<b><u>\$52,640</u></b>	<b><u>\$4,750</u></b>
2200 -- From State of Maryland	\$3,000	<b>\$10,000</b>	\$7,000
2300 -- From Montgomery County	\$44,890	<b>\$42,640</b>	(\$2,250)
<b><u>3000 - Services Charges</u></b>	<b><u>\$130,250</u></b>	<b><u>\$130,250</u></b>	<b><u>\$0</u></b>
3100 -- General Government Charges	\$250	<b>\$250</b>	\$0
3200 -- Municipal Refuse Fee	\$130,000	<b>\$130,000</b>	\$0
<b><u>4000 - Fines &amp; Forfeitures</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>	<b><u>\$0</u></b>
<b><u>5000 - Miscellaneous Receipts</u></b>	<b><u>\$142,600</u></b>	<b><u>\$133,635</u></b>	<b><u>(\$8,965)</u></b>
5100 -- Investment Earnings	\$3,400	<b>\$3,300</b>	(\$100)
5200 -- Rents and Concessions	\$128,900	<b>\$120,185</b>	(\$8,715)
5210 -- Town Hall Rents	\$19,250	\$15,650	(\$3,600)
5220 -- Penn Place Rents	\$107,340	\$102,225	(\$5,115)
5230 -- Swimming Pool Assoc.	\$2,310	\$2,310	\$0
5300 -- Contributions/Donations	\$10,000	<b>\$10,000</b>	\$0
5500 -- Sale of Property	\$300	<b>\$150</b>	(\$150)
5900 -- Miscellaneous - Other	\$0	<b>\$0</b>	\$0
<b>Annual Operating Receipts:</b>	<b>\$1,104,675</b>	<b>\$1,088,700</b>	<b>(\$15,975)</b>
<b><u>9000 - Transfers In</u></b>	<b><u>\$333,805</u></b>	<b><u>\$348,420</u></b>	<b><u>\$14,615</u></b>
<b>Total Receipts: Budgeted:</b>	<b>\$1,438,480</b>	<b>\$1,437,120</b>	<b>(\$1,360)</b>

**TOWN OF GARRETT PARK**  
**Proposed Changes to FY 2012 Budget**  
February 13, 2016

EXPENDITURES	<b>2</b>	<b>4</b>	<b>5</b>
	Introduced	Amended and Adopted	
	Ord. 2012-01	Ord. 2012-01 As Adopted	Changes to Introduced Ordinance
<b><u>10000 - Personnel</u></b>	<b><u>\$386,355</u></b>	<b><u>\$386,355</u></b>	<b><u>\$0</u></b>
10100 -- Salaries	\$270,700	<b>\$270,700</b>	\$0
10200 -- Overtime	\$5,000	<b>\$5,000</b>	\$0
10300 -- Benefits	\$85,655	<b>\$85,655</b>	\$0
10400 -- Payroll Taxes, Etc.	\$25,000	<b>\$25,000</b>	\$0
<b><u>11000 - Town Administration</u></b>	<b><u>\$79,900</u></b>	<b><u>\$87,320</u></b>	<b><u>\$7,420</u></b>
11100 -- Elected/App. Officials	\$2,750	<b>\$2,750</b>	\$0
11200 -- Elections	\$1,500	<b>\$1,225</b>	(\$275)
11300 -- Archives/Public Records	\$19,750	<b>\$18,750</b>	(\$1,000)
11400 -- Gen. Admin. Expenses	\$19,650	<b>\$19,400</b>	(\$250)
11700 -- Professional Fees	\$27,500	<b>\$36,625</b>	\$9,125
11800 -- Insurance	\$7,650	<b>\$7,720</b>	\$70
11900 -- Town Admin. - Other	\$1,100	<b>\$850</b>	(\$250)
<b><u>12000 - Sponsorships, Etc.</u></b>	<b><u>\$4,825</u></b>	<b><u>\$4,825</u></b>	<b><u>\$0</u></b>
12100 -- Membership Dues	\$3,275	<b>\$3,275</b>	\$0
12200 -- Sponsorships	\$1,300	<b>\$1,300</b>	\$0
12300 -- Subscriptions	\$250	<b>\$250</b>	\$0
<b><u>13000 - Building &amp; Grounds</u></b>	<b><u>\$92,050</u></b>	<b><u>\$88,070</u></b>	<b><u>(\$3,980)</u></b>
13100 -- B&G Management	\$250	<b>\$0</b>	(\$250)
13200 -- Penn Place	\$73,100	<b>\$72,450</b>	(\$650)
13300 -- Town Hall	\$13,200	<b>\$10,870</b>	(\$2,330)
13400 -- Maintenance Facility	\$2,000	<b>\$1,250</b>	(\$750)
13500 -- Community Center	\$3,500	<b>\$3,500</b>	\$0
<b><u>14000 - Town Services</u></b>	<b><u>\$224,200</u></b>	<b><u>\$215,050</u></b>	<b><u>(\$9,150)</u></b>
14100 -- Roads & Sidewalks	\$62,650	<b>\$55,150</b>	(\$7,500)
14200 -- Stormwater Drainage	\$500	<b>\$0</b>	(\$500)
14300 -- Municipal Refuse	\$128,700	<b>\$128,700</b>	\$0
14400 -- Arboretum	\$27,000	<b>\$26,500</b>	(\$500)
14500 -- Fees	\$1,600	<b>\$1,600</b>	\$0
14600 -- Parks	\$3,750	<b>\$3,100</b>	(\$650)
<b><u>16000 - Equipment M&amp;R</u></b>	<b><u>\$12,625</u></b>	<b><u>\$11,475</u></b>	<b><u>(\$1,150)</u></b>
<b><u>17000 - Publication Expenses</u></b>	<b><u>\$750</u></b>	<b><u>\$750</u></b>	<b><u>\$0</u></b>
<b><u>18000 - Conf. &amp; Conv.</u></b>	<b><u>\$2,000</u></b>	<b><u>\$500</u></b>	<b><u>(\$1,500)</u></b>

EXPENDITURES	<b>2</b>	<b>4</b>	<b>5</b>
	Introduced	Amended and Adopted	
	Ord. 2012-01	Ord. 2012-01 As Adopted	Changes to Introduced Ordinance
<u>19000 - Contingency</u>	<u>\$25,000</u>	<u><b>\$15,000</b></u>	<u><b>(\$10,000)</b></u>
<u>20000 - Int., Depr'c'n, Debt</u>	<u>\$61,025</u>	<u><b>\$61,025</b></u>	<u><b>\$0</b></u>
<u>21000 - Taxes/Bad Debt</u>	<u>\$4,750</u>	<u><b>\$4,750</b></u>	<u><b>\$0</b></u>
Total Operating Expense:	\$893,480	<b>\$875,120</b>	(\$18,360)
<u>23000 - To Capital Fund*</u>	<u>\$542,000</u>	<u><b>\$562,000</b></u>	<u><b>\$20,000</b></u>
<u>25000 - To Operating Reserve</u>	<u>\$0</u>	<u><b>\$0</b></u>	<u><b>\$0</b></u>
Expenses: Budgeted:	\$1,435,480	<b>\$1,437,120</b>	\$1,640

**TOWN OF GARRETT PARK**  
**Proposed Changes to the FY 2012 Budget**

**Capital Budget**

**FY 2012**

Account	<b>6</b>	<b>7</b>	<b>8</b>
	Ord. 2012-01	Ord. 2012-01	Changes to Introduced Ordinance
	As Introduced	As Adopted	02/13/12
<b><u>23000 - CAPITAL BUDGET</u></b>	<b><u>\$542,000</u></b>	<b><u>\$562,000</u></b>	<b><u>\$20,000</u></b>
23100 - Capital Purchases	\$0	\$0	\$0
23200 - Capital Construction	\$524,500	\$562,000	\$37,500
23210 - Construction: Facilities	\$51,500	\$39,500	(\$12,000)
23220 - Construction: Streets & Curbs	\$128,000	\$137,500	\$9,500
23230 - Construction: Utilities	\$0	\$0	\$0
23240 - Construction: Sidewalks	\$157,500	\$205,000	\$47,500
23250 - Construction: Storm Drains	\$182,500	\$175,000	(\$7,500)
23260 - Construction: Parks & Rec.	\$5,000	\$5,000	\$0
23290 - Construction: Other	\$0	\$0	\$0
23300 - Arboretum Capital Expense	\$2,500	\$0	(\$2,500)
23800 - Capital Planning Expense	\$5,000	\$0	(\$5,000)
23900 - Capital Budget Contingency	\$10,000	\$0	(\$10,000)

# TOWN OF GARRETT PARK

## Proposed Changes to the FY 2012 Budget

### Capital Program

#### FY 2012

Project	<b>6</b>	<b>7</b>	<b>8</b>
	Ord. 2012-01	Ord. 2012-01	Changes to Introduced Ordinance
	As Introduced	As Adopted	02/13/12
<b>CAPITAL PROGRAM</b>	<b>\$542,000</b>	<b>\$562,000</b>	<b>\$20,000</b>
<b>Capital Purchases</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Capital Construction</b>	<b>\$524,500</b>	<b>\$562,000</b>	<b>\$37,500</b>
Argyle Curb & Gutter Replacement (FY11,12)	\$23,000	\$30,000	\$7,000
Cambria Park Playground (FY10)	\$0	\$0	\$0
Cambria Tennis Court (FY10, 11)	\$0	\$0	\$0
Community Center Curb & Gutter (FY12)	\$7,500	\$7,500	\$0
Community Center Drainage (FY12)	\$10,000	\$10,000	\$0
Kenilworth & Oxford Sidewalks (FY11)	\$47,500	\$45,000	(\$2,500)
Kenilworth: Strathmore to Waverley West (FY11, 12)	\$50,000	\$70,000	\$20,000
Kenilworth: Strathmore to Waverley East (FY11, 12)	\$60,000	\$90,000	\$30,000
Kenilworth/Waverly Triangle Repairs (FY12)	\$0	\$7,500	\$7,500
North Kenilworth Curb Repair (FY11)	\$105,000	\$100,000	(\$5,000)
North Kenilworth Drain (FY09, 10)	\$97,500	\$80,000	(\$17,500)
Penn Place Exterior Repairs (FY10, 11)	\$3,000	\$0	(\$3,000)
Penn Place Interior Repairs (FY 11)	\$1,000	\$0	(\$1,000)
Penn Place Roof Repairs (FY 11)	\$25,000	\$22,000	(\$3,000)
Shelley Court Drain Repairs	\$85,000	\$95,000	\$10,000
Street Rehabilitation (FY09, 10)	\$0	\$0	\$0
Town Hall Rear Wall Repairs (FY12)	\$5,000	\$0	(\$5,000)
Yeandle Park (FY11)	\$5,000	\$5,000	\$0
Capital Construction - Other1	\$0	\$0	\$0
<b>Arboretum Capital Expense</b>	<b>\$2,500</b>	<b>\$0</b>	<b>(\$2,500)</b>
<b>Capital Planning</b>	<b>\$5,000</b>	<b>\$0</b>	<b>(\$5,000)</b>
<b>Capital Contingency</b>	<b>\$10,000</b>	<b>\$0</b>	<b>(\$10,000)</b>